

APPENDIX A

Unit D Expectations for Supporting Learning during the 2020-2021 School Year

Paraprofessionals perform a very important role within the School District and for the 2020-2021 school year, the job description will be modified in order to initially utilize all currently employed paraprofessionals to further support teachers and students in this COVID-19 environment where instruction is occurring both remotely and in-person.

During this period when both remote learning and in-person learning is occurring, the Parties have the following expectations:

1. All Paraprofessionals will be assigned to on-campus positions unless an exception is justified by the MOA executed between the District and the UTL effective September 23, 2020;
2. All Paraprofessionals will work under the supervision of the Principal of the school to which they are assigned.
3. All Paraprofessionals shall receive adequate training for any new job duty that they are expected to do during this school year. This training may include, but is not limited to, administrative assistant training, basic computer training, online platform training, (i.e. Seesaw, Google Classroom, Zoom) and in-classroom technology training.
4. The Parties acknowledge that if Paraprofessionals are expected to participate in remote meetings or check email, they will be provided with a laptop to complete those tasks, if they presently do not have access to a computer;
5. All Paraprofessionals will be provided a regular and consistent schedule to the extent possible, but also with the understanding that paraprofessionals will be flexible in order to best enhance education for a time when both remote and in-person instruction is occurring.
6. Paraprofessionals assigned to work in-person will be assigned to support in-person classrooms and also teachers who are remotely working and projecting instruction into on-campus classrooms.
7. Paraprofessionals assigned to support a remote classroom may be assigned to a supervising teacher and the cohort of students at the same scheduled time every remote school day for the purpose of check-in and attendance.
8. Efforts will be made to assign every Paraprofessional to one group of students.
9. All Paraprofessionals will be included in, to the extent possible, consultation, collaboration and planning time with the teacher(s) providing remote instruction to their cohort of students. Principals will ensure there are no conflicts within a Paraprofessional's schedule. Principals will attempt to schedule Paraprofessionals for one planning period per week with each teacher they are assigned to work with to the extent such is possible after consideration of the needs of the school.
10. All Paraprofessionals will participate in remote faculty meetings.
11. All Paraprofessionals will monitor their emails daily and respond in a timely fashion if a response is required.
12. All Paraprofessionals will email any student concern to their Principal and maintain their obligations as a mandated reporter pursuant to Massachusetts law.
13. All Paraprofessionals will participate in all contractually required professional development during the 2020-2021 school year.
14. If a teacher providing remote instruction or in-person instruction to their cohort of students request communication between the Paraprofessional and a specific student/family member, the teacher should direct the subject of the communication. All communication should be followed up by an email to the teacher with a summary of the communication. If there is an immediate concern the Principal should be immediately notified.

15. Paraprofessional positions will be “building based”, except under the following circumstances: 1) paraprofessionals have medical justification for a remote only assignment in accordance with paragraph #23 Vulnerable Employees of the MOA; 2) it is determined by LPS that additional paraprofessionals are needed to support remote learning; and/or 3) the entire district shifts to full-remote learning.
16. Principals may assign paraprofessionals to be utilized in additional reasonable duties outside their job description, without a change in compensation, unless otherwise specified, including but not limited to: substitute teacher (with additional compensation, per the contract), administrative assistant, family/parent outreach liaison, small group instructor, providing instructional materials to families on campus, and in-school meal deliverer.
17. Under the direction of a principal or teacher, paraprofessionals may also assist in verifying that student work is being completed, in contacting families, and in ensuring that assignments are getting to students, amongst other work which will be beneficial in maximizing the delivery of education during this challenging and unique school year in which flexibility will be needed.
18. Those paraprofessionals assigned to remote positions will be provided a desktop computer or laptop, as available, if they do not have access to a home computer. LPS will make every reasonable effort to provide all other paraprofessionals with laptops or devices based on need and availability.
19. Paraprofessionals may also be assigned as building-based substitutes in classrooms which they are not typically assigned to.
20. Paraprofessionals who serve as substitute teachers will be compensated pursuant to the contract. Additionally, Paraprofessionals who serve in split classroom roles with a teacher, who are in a classroom with students who are streaming remote teaching or are otherwise assigned to be the only adult physically in a classroom with students will also receive the contractual substitute teacher pay in accordance with the MOA. Paraprofessionals who report for on-campus duties, but who are not working in a capacity to earn the substitute rate of pay as outlined above, will receive an additional \$25/day up to and including October 31, as a transportation bonus, in consideration of the additional duties contained in this revised, temporary COVID-19 job description.
21. Paraprofessionals will not be expected to use their home or cell phones to call families. The District will provide a Google phone number, or some other appropriate substitute, for Paraprofessionals to make calls to families.